



PROJECT OFFICER FOR MINDANAO REACH

ROLE SUMMARY

The Peace and Equity Foundation is seeking the services of a **Project Officer** who will serve as the focal person for day-to-day stakeholder engagement, ensuring timeline communication, follow-through of commitments, documentation of agreements and coordination of joint activities of the **Mindanao Renewable Energy Advocacy and Coordination Hub (Mindanao REACH)** Project.

QUALIFICATIONS

- Bachelor's Degree in Public Administration, Development Studies, Engineering (Electrical or Mechanical for technical monitoring), Environmental Science, or related field.
- Minimum 3-5 years progressive experience in project management, preferably in the development or energy sector.
- Proven experience in project coordination, networking and secretariat duties such as organizing multi-stakeholder consultations and managing technical working groups (TWG).

DUTIES AND RESPONSIBILITIES

- Support the Project Coordinator in securing formal commitments (e. Executive Orders or Resolutions) from LGUs to integrate RE targets into local development plans.
- Provide support in coordinating with the energy sector and other relevant sectors for networking, partnership building, and ecosystem development, including identifying potential funding sources or technical assistance programs for LGUs and electric cooperatives.
- Maintain a centralized partnership database and manage all logistics for multistakeholder sessions. Ensure minutes and action trackers are distributed within 48 hours.
- Develop and maintain a Mindanao RE Pipeline Tracker, provide quarterly RPS compliance assessments for identified electric cooperatives, and identify and communicate potential bottlenecks in the RE pipeline and RPS compliance to the Project Coordinator.
- Coordinate within teams within PEF to access technical support in project development, when applicable.
- Participate in meetings, learning sessions, and events, as required.

Place of assignment: Davao City

Contract duration: 12 months